

HOW TO SCHEDULE AN APPOINTMENT WITH A TUTOR

1. From the PVCC Home Page, choose **QUICK LINKS** at the bottom of the page.
2. Click **TUTORING AND LEARNING**.
3. Click **GET A TUTOR**
4. Click **SCHEDULE AN APPOINTMENT**.
5. Click **OK** on pop-up window.

First Time Users:

- For **Username**, please enter your 7-digit student ID.
Leave **Password** blank.
Click **LOGIN**.
- Create a username and password.
We recommend you choose your Blackboard username and password.
- Click **CONFIRM**.
- Click **SAVE**, at the bottom of the screen.

Returning Users:

- Enter your previously saved username and password.
Click **LOGIN**.

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4. Click **GO TO**, in the upper right corner.
 5. Click **MAKE AN APPOINTMENT**.
 6. Select **TUTOR NAME**,
or **TIME FRAME**,
or **CLASS**.
Click **SEARCH**.
 7. Scroll to the bottom of the screen.
Click on an **Appointment Time**.
 8. In **Request Help In**, select the subject in which you would like tutoring.
Click **SAVE APPOINTMENT**, on the right.

You have just scheduled a 30 minute appointment.

***If you cannot make a scheduled appointment,
please call to cancel or reschedule!***

THE LEARNING CENTER

434.961.5320

MAIN BUILDING, ROOM M607